

OSA-01111-64

8 January 1964

Dear Bill,

25X1A

Attached is biographic data sheet on [redacted]
a contract courier who was assigned under your supervision
effective 6 January 1964.

In order to explain to you what we are attempting to do here, Bill, let me fill you in on this program which we have initiated on contract couriers. Realizing the heavy workload which has always been placed on Vic's shop for escorting our materials all over the world, we decided several months ago to hire four young men who would work under two-year contracts out of this office to take care of the great majority of our courier requirements. We have in mind that these young men, if they show the ability which we hope they will, will advance to the point where we can take them on in a staff capacity as investigators. With this end in mind, we have required that they be college graduates and meet the rigid requirements normally expected for an investigator. We have not, however, held out to them any promises that they will eventually become investigators. We have told them of this possibility, but have not guaranteed anything to them.

We now have all four men on board.

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a. [redacted] was the first one and he was assigned to E-K. He is in the process now in being transferred to [redacted] place in order to handle these overseas trips.

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b. Tom is the second young man we hired, and he spent some time at EK.

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c. [redacted] is now assigned at EK and,

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d. Last week we signed up [redacted] who will be kept in this area.

Bill, it is our intention that Tom will be used primarily for courier assignments originating in your area and along the coast, but since these will be sporadic we wanted to place

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under you out there in order to keep him busy between trips. You will be the best judge of specifically how this can be done, but we had in mind that he could help out on the shuttle, for instance, on the cables and generally, as a leg man for you. Incidentally, he is fully documented with passport, shots, etc., and he is qualified in the use of firearms. He is cleared for I, O, A, C, T and KH.

Each of his escort trips requires a written report from him which should be sent to Tom S. and either Tom or Dave will be working with you whenever they need him for a trip. Some of these trips, as you know, come up in a hurry so it would be best not to get him too deeply involved to the point where he would lose his availability.

I would appreciate periodically your comments with regard to his development. He has been aboard with us now since 14 October 1963; and his contract, therefore, would run for two years from that date. He is being paid at the equivalent of a GS-7 which at this time is \$5,540 per annum.

Please cable his annual leave, sick leave, overtime, compensatory time, etc., every four weeks with the period beginning 5 January 1964. Other details will be worked out as we go along and call me if you have any questions. As I said before, while we are primarily concerned at this time with him as a courier, I am particularly concerned as to whether he shows the qualities and the development toward a future staff job. Your reactions in this vein will be appreciated.

Sincerely,



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